
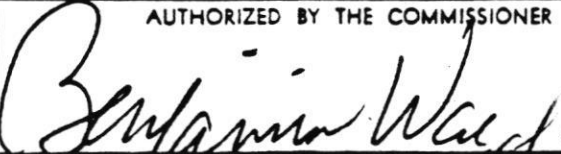




THE CITY OF NEW YORK  
DEPARTMENT OF CORRECTION



**DIRECTIVE**

|   |            |  |                   |
|---|------------|--|-------------------|
| <input checked="" type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input type="checkbox"/> REVISED |            | SUBJECT  |                   |
| EFFECTIVE DATE<br>5/ 20 /83   |            | *TERMINATION DATE<br>/ /   |                   |
| INMATE OBSERVATION AIDE PROGRAM   |            |  |                   |
| CLASSIFICATION<br># 4017  | SUPERSEDES | DATED  | DISTRIBUTION<br>A |
| PAGE 1<br>OF 5 PAGES  |            |  |                   |
| RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER   |            | AUTHORIZED BY THE COMMISSIONER   |                   |
|  SIGNATURE               |            |  SIGNATURE |                   |

I. PURPOSE:

To provide guidelines that will govern the operation of the Inmate Observation Aide Program.



II. POLICY:

An Inmate Observation Aide Program shall be established in the following facilities: N.Y.C.H.D.M., N.Y.C.C.I.F.M., R.I.H., AMKC, N.Y.C.C.I.F.W., ARDC, Bronx H.D.M., Brooklyn H.D.M. and the Manhattan House of Detention.

III. DEPLOYMENT OF AIDES:

- A. Sentenced and/or detention inmates are to be selected as Inmate Observation Aides in sufficient numbers in order to provide adequate observational assistance. This coverage shall be maintained twenty-four (24) hours, seven (7) days a week, in special housing areas where the entire inmate population is under observation. These areas include mental observation, punitive segregation, administrative segregation, protective custody, and new admission housing areas; additionally, the Inmate Observation Aide Program shall be maintained in general population areas at the New York City House of Detention for Men and the New York City Adolescent Reception Detention Center ONLY.

In the event other facility heads deem it appropriate to deploy Observation Aides in general population areas in their respective facilities, a written request shall be forwarded to the Office of the Chief of Operations, (through their Divisional Supervising Wardens), outlining the reasons for such requests.

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### III. (continued)

- B. The Facility Commander shall ensure that an up-to-date roster is maintained, of Inmate Observational Aides in order to fill vacancies of Aides who were discharged or reassigned. The roster shall include the names/identification numbers, work locations, assigned work shifts and their housing locations.
- C. In all housing areas where Inmate Observation Aides render observational assistance, Tour Commanders, Housing Area Captains and Correction Officers shall ensure that the Aides are present and performing their assigned duties.



Observational Aides shall perform only those duties that are related to their assignment. They shall not perform duties such as, "house gang", "food handlers", etc.

- D. In order to maximize the effectiveness of the Inmate Observation Aide Program, Aides should be employed twenty-four (24) hours per day, seven (7) days a week. They should not be routinely locked in during their assigned activity hours, except in those cases where their remaining locked out would pose an impediment to the safety/security of the facility.
- E. In all housing areas where Inmate Observation Aides render observational assistance, the names and numbers of each Aide shall be entered in the Housing Area Logbook, at the commencement of each tour. If Aides are replaced or relieved during a tour of duty, the change shall be noted in the Housing Area Logbook. Entries in the Housing Area Logbook are to be made by the "A Post" Officer.

### IV. FUNCTIONS OF INMATE OBSERVATION AIDES:

Inmate Observation Aides shall be required to:

- A. Frequently patrol their assigned areas at irregular intervals and report unusual or suicidal behavior to the Correction Officer on duty:
- B. Provide support to those inmates in distress by talking to those inmates, identifying their needs and communicating those needs to the Correction Officer and/or the appropriate staff;

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IV. (continued)

- C. Render whatever assistance the Correction Officer deems necessary following a suicide attempt, and/or other duties related to their function.

V. SELECTION OF AIDES:

- A. Inmate Observation Aides are to be screened for those qualities that would make them suitable for the position. These qualities include, but are not limited to, motivation, alertness, and conscientiousness.
- B. Inmate Observation Aides shall not be allowed to perform assigned duties while taking medication that would impair their effectiveness.
- C. In order to prevent a rapid turnover of "Aides, selection shall be limited to those inmates who are not expected to be released shortly.



VI. TRAINING OF INMATE OBSERVATION AIDES:

- A. Inmate Observation Aides shall be required to attend and successfully complete a training program in suicide prevention, first aid, and rescue breathing. This training shall be provided by the Department's Suicide Prevention Instructor on an ongoing basis. Failure of an Observation Aide to participate in these training sessions may be grounds for dismissal.

VII. LOGBOOK FOR INMATE OBSERVATION AIDES:

- A. In order to provide a system of accountability, "logbooks" for Inmate Observation Aides shall be maintained in all housing areas where "Aides" are deployed. The "logbook" shall be maintained in the officer's station. Inmate Observation Aides shall not be permitted to enter the officer's station for the purpose of making "logbook" entries. Whenever an Inmate Observation Aide reports suicidal or unusual behavior to the Correction Officer, the "Aide" shall be given the "logbook" and instructed to enter his/her observations.



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# VII. (continued)

If there were no reported incidents of suicidal or unusual behavior, the Observation Aide shall note the "log" accordingly. All entries shall be printed legibly.

- B. The "logbook" shall contain columns for the date and time of entry, name and location of inmate, nature of observation, name of Inmate Observation Aide, and initials/shield number of the Correction Officer. "Logbook" entries shall be limited to simple observations i.e. expressions of suicidal thoughts, depression and strange or unusual behavior.
- C. After the Inmate Observation Aide completes the "logbook" entry, the Officer shall review the entry and enter his initials/shield number, to signify that the information was reviewed. THE ABOVE IS DELEGATED TO THE SECURITY POST OFFICERS.
- D. Correction Officers shall use the information to make referrals to the Mental Health Staff in accordance with the provisions outlined in this order and/or according to existing institutional procedures.
- E. Supervisory personnel shall review these "logbooks" to ensure that the appropriate action has been taken in each case.
- F. Housing Area Captains shall review "logbooks" on each tour. After reviewing the log, the Captain shall affix his/her signature thereto, and indicate time of entry.

# VIII. SALARY:

Inmate Observation Aides shall be compensated at the skilled rate of pay as per the Inmate Incentive Wage Program. (See Directive #4014).

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IX. REGISTRATION/DISMISSAL OF AIDES:

- A. Inmates assigned as Observation Aides may voluntarily request to be removed from the program at any time. The reason for the inmate's request shall be noted in the appropriate "logbook".
- B. Inmates may be removed from the program for improper performance of duties and responsibilities. Improper performance of a serious nature such as sleeping on duty, encouraging an inmate in a suicide attempt or failure to report a suicide attempt in a timely manner shall result in an infraction, initiated by the Correction Officer who is dismissing the Aide. Improper performance of a less serious nature such as failure to make entries in the Inmate Observation Aide "Logbook" or non-cooperative attitude, may also result in dismissal. In such cases an infraction report need not be prepared. However, the Correction Officer dismissing the Aide will enter in the Housing Area "Logbook" the reasons for dismissal. The Housing Area Captain will then be informed of the above on the next tour of inspection. The Captain will then initial the Correction Officer's "logbook" entry, that lists the reasons for dismissal.

ADDENDUM:

THE MAXIMUM SECURITY HOUSING AREA AT THE BROOKLYN HOUSE OF DETENTION IS EXCLUDED FROM THE REQUIREMENTS OF THIS DIRECTIVE, DUE TO THE UNIQUE NUMBER OF UNIFORMED PERSONNEL ASSIGNED TO THAT AREA. HOWEVER, THE DEPARTMENT MAY IMPLEMENT THE PROGRAM AT SOME FUTURE DATE, SHOULD THE NEED ARISE.

ALL OTHER PROVISIONS OF DIRECTIVE #4017, REMAIN IN EFFECT.